

The Regular Meeting of the Board of Commissioners was convened at 12:08 pm on Wednesday, September 21, 2005 at the Housing Authority of Snohomish County.

Present: Commissioner Anderson
Commissioner Boyle
Commissioner Komnick
Commissioner Lewis
Commissioner Emeritus Gese

Excused: Commissioner Goulet
Commissioner Vander Lugt

Staff: Bob Davis, Executive Director
Ann Schroeder-Osterberg, Director of Development, Construction and Maintenance
Duane Leonard, Finance Director
Manu Morgan, Tenant Based Assistance Director
Pete Grodt, Policy and Programs Special Assistant
Rickie Bates, Director of Administrative Services
Steve Kehler, Director of Asset Management
Jenisa Story, Executive Assistant
Kari Hanson, Policy Analyst Intern

Counsel: Jay Reich, Preston, Gates & Ellis

Guest: Ned Palmer, Bank of America

CONSENT ITEMS

Commissioner Lewis moved for approval of consent items. Commissioner Boyle seconded and the motion passed unanimously to adopt the following:

Item C. – Approve Agenda for the September 21, 2005 Regular Meeting

Item D. – Action on Minutes of the August 10, 2005 Special Meeting

Item E. – Resolution No. 1568 Authorizing Payment of August 2005 Expenditures

ACTION ITEMS

F. Resolution No. 1569 Authorizing Applications to Impact Capital for Pre-Development Loans for Fairview and East Terrace

This application is for a loan to continue the pre-development work to build 21 additional units of transitional housing at Fairview and East Terrace. Pathways for Women YWCA

will be partnering with the Housing Authority to provide services for clients who will move into the transitional housing.

Commissioner Boyle moved to approve the resolution. Commissioner Komnick seconded and the motion was unanimously approved.

G. Resolution No. 1570 Authorizing the Executive Director to Amend a HAP Contract for Project Based Vouchers

Pete Grodt explained the history of the First Steps program. The Housing Authority has partnered with the Snohomish Health District and, through Sound Families funding, provides case management to young mothers. The Housing Authority provides project based vouchers to these clients. The program has been very successful. Resolution 1570 would add an additional 10 project based vouchers to the program.

Commissioner Lewis moved to approve the resolution. Commissioner Boyle seconded and the motion was unanimously approved.

H. Resolution No. 1571 Amending the Bond Resolution for the McDonald Street Project with Snohomish Affordable Housing Group

Duane Leonard explained that the Snohomish Affordable Housing Group renegotiated the interest rate on the loan without prior permission from the Housing Authority, which is the bond holder. This resolution recognizes the change in interest rate.

Commissioner Boyle moved to approve the resolution. Commissioner Lewis seconded and the motion was unanimously approved.

I. Resolution No. 1572 Authorizing Use of State Deferred Compensation Program

Duane explained that the State deferred compensation plan is an alternative for staff members who would like to invest.

Commissioner Boyle moved to approve the resolution. Commissioner Komnick seconded and the motion was unanimously approved.

DISCUSSION ITEMS

J. 10 Year Plan to End Homelessness

Pete presented the draft of the 10 Year Plan to End Homelessness. This plan was prepared by the Homelessness Policy Taskforce due to the need for a coordinated approach to planning in the County. HUD requires that any agency applying for homeless/ McKinney-Vento funds have a plan to combat homelessness in place. The Board discussed some of the issues surrounding homelessness and the staff prepared comments.

The Board voted to affirm its support of the plan and the staff comments and to send the prepared comments to the Homelessness Policy Taskforce. Commissioner Komnick moved to approve the resolution. Commissioner Lewis seconded and the motion was unanimously approved.

K. Board Retreat

The Board discussed holding a retreat in early 2006 to review the Housing Authority's progress and plan for the future. The commissioners agreed to a two day retreat preferably on Monday and Tuesday.

INFORMATION ITEMS

Item L. – Development and Construction Progress Report

Ann reported that the acquisition of Autumn Chase apartments has closed. Staff is working on renovations and having a presence on the property to establish goodwill with the tenants. Kokanee Creek is close to selling out. The rehabilitation loan program is on target to meet its goal for this year. Paint, siding and asphalt work has been completed for the year. Similar capital improvement projects were packaged together in order to save costs. Staff is planning for next summer's capital improvement projects.

Item M. – Tenant Based Assistance Report

Manu distributed the rent roll and lease up reports. There are currently 73 families looking for housing. Staff is working with the State and the County to prepare to receive families displaced by Hurricane Katrina. Originally, 2,000 families were supposed to be sent to Washington State, but that is no longer planned. There are currently approximately 700 families reported in the State. Staff is hoping to receive direction from HUD by the end of the week. There has not been any news about housing vouchers for affected families. Families who have come to Snohomish County are working with the Red Cross to receive emergency assistance. The Housing Authority has already housed one family, who had a housing voucher in New Orleans. Staff has had to turn away four families already. In order to meet the need of displaced families, Manu asked the Board to consider setting aside vouchers for Hurricane Katrina families. After much discussion, the Board voted to amend the administrative plan to provide 20 vouchers to people from the Gulf region who were affected by Hurricane Katrina.

Commissioner Boyle moved to approve the resolution. Commissioner Komnick seconded and the motion was unanimously approved.

Item N. – Asset Management Report

Steve Kehler distributed the monthly vacancy comparison report. All of the affordable housing complexes are 98% or better occupied. There is no need for rental concessions.

Coast Management has been hired to manage Autumn Chase in Bothell. They were able to hire the existing manager and the complex is almost fully staffed. Staff is inspecting all the units at the end of the week.

Both Bristol Square and Westwood Crossing are 100% occupied. Delinquencies have been a problem in public housing. Staff has advertised for a roving property manager. Steve discussed with the Commissioners his plans for the new position. Staff would like to hire the new manager in November. Rural development is still recovering from the high vacancy rates of the past year. Fairview is looking better and has a new manager.

Item O. – Administrative Services Report

Rickie reported that the Safety Committee has decided to offer emergency preparedness training for staff later in the month. Commissioners are invited to attend. The Fun Committee is sponsoring a team building contest. Every department is decorating on a sports theme.

Item P. – Legal Counsel Report

Legal counsel was involved in the closing on Autumn Chase apartments. There has also been some landlord-tenant issues. Jay recently spoke with the Washington housing authorities about documentation and the leasehold excise tax issues with the Department of Revenue.

Finance Report

Duane reviewed the financial report for the end of fiscal year 2004. Staff was able to lower the average HAP. Revenue for the public housing program exceeded the budget by \$80,000. Utility costs also increased. Combined Housing Authority property expenses increased, but were not excessively high. \$200,000 was added to the reserves this year. The Local Fund had higher revenues and lower expenses than budgeted. Asphalt sealing was completed around the office building. Affordable housing projects mostly met budget. Center House had higher vacancies than planned. Capital improvements were made at many complexes this year. Millwood Estates suffered several casualty losses from fire and flood damage. Even so, the complex is doing well. Ebeys Arms had a higher vacancy rate during the kitchen remodels.

Item Q. – Executive Director Report

Bob reported that the owner of the hotel next door has approached staff about his desire to sell. Bob has talked with four of the state legislators regarding block granting CTED funds to the counties. The Housing Authority is contacting other authorities in the state to request reimbursement for legal expenses incurred in dealing with the leasehold excise tax issue with the Department of Revenue.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Boyle moved to adjourn the meeting. Commissioner Kornick seconded and the motion passed unanimously. The meeting adjourned at 2:52 pm.

Elsie Anderson, Chairperson

SEAL

ATTEST:

Secretary